

Norfolk Regional Local Human Rights Committee Minutes

Date of Meeting: January 28, 2013

***Denotes attendance at this meeting**

Committee Members: Brian Gretzler-Chairperson *
Lynette Askew- Vice-Chairperson*
Kelly Wilson-Secretary
Lisa Lockwood- member*
Louise Harley- member

Office of Human Rights: Hillary Zaneveld, Office of Human Rights

Other Attendees: None

Program Affiliates:

- Alliance of Community Provisions
- Brighton Gardens
- Dominion Day Services
- Family and Youth Foundations Counseling Services
- Giving Hearts, LLC/Independent Hands
- Greater Williamsburg Residential Facility and Intensive In-home & Counseling Division, Unison Mental Health, Destiny's Club House (formerly Destiny's House)
- Jerolin Management
- National Coalition for Youth and Families USA, Inc.
- Positive Pathways
- Progressive Counseling Services
- Ultimate Care Services
- Virginia Baptist Children's Home and Family Services

I. Call to Order: - Ms. Askew called the meeting to order at 7:00pm at the Pretlow Library.

II. Motion to Approve Agenda: Ms. Askew motioned for the agenda to be approved and Ms. Lockwood seconded.

III. Approval of Minutes: Ms. Askew made a motion to approve the minutes from 10/24/12 and Ms. Lockwood seconded the motion with changes.

IV. New Business: Brighton Gardens, LLC stated they are adding a location for a group home and announced an updated the address for the day program.

V. Advocate's Report

Ms. Zaneveld reviewed with providers that monitoring devices on premises of services locations falls under confidentiality and least restrictive environment

therefore policies have to be developed for their use. She also reviewed with providers that locking cabinets is not allowed and if you have to lock up the main supply of food in service locations due to a program participants needs then a behavior plan must be developed for that individual. It also requires doctor's orders and you must have consent from the individual and substitute decision maker if applicable. The plan must be presented to the LHRC for approval and quarterly updates are required. All program participants and families must be notified while retaining confidentiality if the main food supply is going to be restricted. If the food restriction is long term it needs to be added to the Program Rules. Supplemental/excess food supplies may be locked but there must be at least a 48 hour supply of food that clients can access.

VI. Public Comment: There were no public comments.

VII. Program Reports

Name of Program: Alliance of Community Provisions

Gwen Proctor presented the Quarterly and Annual reports for Alliance of Community Provisions. Please see the attached Quarterly Report for further information.

Name of Program: Brighton Gardens, LLC.

Tijuana Bell presented the Quarterly and Annual report for residential and day support services from Brighton Gardens. Please see the attached Quarterly Report for further information.

Dominion Day Services

Ms. Zaneveld announced that she had received information from Dominion Day Services that they were no longer conducting business in the tidewater region and they have moved their affiliation to another LHRC.

Name of Program: Family and Youth Foundations Counseling Services

Leon Sankofa presented the Quarterly and Annual reports for Family and Youth Foundations Counseling Services. Please see the attached Quarterly Report for further information.

Name of Program: Giving Hearts, LLC/Independent Hands

Alice Robinson presented the Quarterly and Annual reports for Giving Hearts and Independent Hands. Please see the attached Quarterly Report for further information.

Name of Program: Greater Williamsburg Residential Facility and Intensive In-home Counseling & Mentoring Division, Unison Mental Health(formerly Destiny's House), Destiny's Clubhouse

Patrice Matthews presented the Quarterly and Annual reports for residential, intensive in-home, and mental health supports for Unison Mental Health, and Destiny's Clubhouse. Please see the attached Quarterly Report for further information.

Name of Program: Jerolin Management Services, LLC

The Quarterly and Annual reports for Jerolin Management Services had been submitted to the Human Rights Advocate prior to the meeting, however, no one was present to present the reports at the meeting.

Name of Program: National Coalition for Youth and Families, USA. INC

No one was present from National Coalition for Youth and Families, USA. This program's attendance was discussed.

Name of Program: Positive Pathways

Delisha Williams presented the Annual and Quarterly reports for Positive Pathways. Please see the attached Quarterly Report for further information.

Name of Program: Progressive Counseling Services, LLC

Doretha Selby-Diggs presented the Annual and Quarterly reports for mental health support services. Please see the attached Quarterly Report for further information.

Ultimate Care Services

LaBarbara Majette presented the Annual and Quarterly reports for Ultimate Care Services. Please see the attached Quarterly Report for further information.

Name of Program: Virginia Baptist Children's Home and Family Services (doing business as HopeTree Family Services)

Crystal Burgess presented the Annual and Quarterly reports for residential and in-home services. Please see the attached Quarterly Report for further information.

VIII Requests for Affiliation

Patrice Matthews requested to change affiliation from Destiny's Clubhouse to Destiny's Supportive In-home using the same behavior management, policy and procedures, and program rules. Affiliation was granted.

IX. Administrative Issues

It was announced by Ms. Zaneveld that there will be an opening for a committee member at the Norfolk LHRC as the April meeting will be Mr. Gretzler's last. He may return to the committee after one year.

X. Schedule of Meetings

The next meeting will take place on April 29th, 2013 at the Pretlow Library in Norfolk located at 111 W. Ocean Avenue, Norfolk, VA 23503. Dinner will be served at 6:30pm and meetings will begin promptly at 7:00pm.

XI. Executive Session- The public portion of the meeting was concluded at 7:50pm. The committee moved to go into executive session pursuant to VA Code 2.2.3711 (A)4 for the protection and privacy of individuals in personal matters not related to public business, namely for the purpose hearing from Brighton Gardens,

LLC., Giving Hearts, LLC and Greater Williamsburg Residential Facility and Intensive In-home & Mentoring Division, Unison Mental Health to review patient information pursuant to the regulations.

The Norfolk Regional LHRC members all so certified that, to the best of each member's knowledge, only private business matters lawfully exempted from statutory open meetings requirements and only private business matters identified in the motion to convene the executive session were discussed in executive session. There were no recommendations made by the LHRC members.

XII. Adjournment

The meeting was adjourned at 8:05pm.

Meeting Attendees

Leon Sankofa, Family and Youth Foundations Counseling Services
Tijuana Bell, Brighton Gardens
Karita Suiter, Brighton Gardens
LaBarbara Majette, Ultimate Care Services
Patrice Matthews, Unison Mental Health, (formerly Destiny's House)
Gwen Proctor, Alliance of Community Provisions
Gregg Proctor, Alliance of Community Provisions
Delishia Williams, Positive Pathways
Doretha Selby-Diggs, Progressive Counseling Services
Crystal Burgess, Virginia Baptist Children's Home and Family Services (HopeTree FS)

Submitted by: Crystal Burgess, LHRC Secretary